

IEEE Region 8 Voluntary Contribution Fund Personal Grant Application



Application Process

Please fill out Part A of the following form in order to apply to the Region 8 Voluntary Contribution Fund for a personal grant to attend an event. After filling out the form, please send the form to your Section Chair or Section Grant Officer to fill out Part B to comment on and endorse the application and to forward it to the Region 8 VCF Coordinator: Andreas Koltes (koltes@ieee.org).

For more information about the IEEE R8 VCF and application rules, please visit the Voluntary Contribution Fund website at the IEEE Region 8 website (<https://ieeer8.org/category/voluntary-contribution-fund/>). In case of any questions, please contact the Region 8 VCF Coordinator.

Note: If you want to apply for financial support for a technical Student Branch project, there is a different application process not using this form. Please refer to the website for details.

Part A: Applicant Information

Applicant Details

Please fill out the following information about yourself and your IEEE membership.

Last Name (or Family Name) _____

First Name _____

E-Mail Address _____

Postal Address _____

Country _____

Period of Residence in Region 8 _____

Please state since when you have been continuously living within the geographical boundaries of Region 8 not counting any interruptions of less than 90 days.

Home Organization _____

Organizational Position _____

IEEE Membership Number _____

IEEE Membership Grade _____

Years of Active IEEE Membership _____

Please state the total number of active IEEE membership years, i.e. the number of years of service printed on your IEEE membership card.

IEEE Societies Membership _____

Volunteer Activities with IEEE _____

Event Information

Please describe the event you are hoping to attend as well as the contribution that you will present at the event. Please note that the VCF does not provide funding unless you are presenting a contribution at the event.

Event Title _____

Event Location _____

Event Dates _____

Event Website _____

Contact to Organizers (Full Name and E-Mail) _____

Sponsoring IEEE Entities _____

*Please list **all IEEE Entities** (Societies, Sections, Chapters, etc.) sponsoring the event.*

I will present the contribution personally at the event.

My contribution has been accepted by the event organizers for presentation.

Event Contribution

Please provide a description of the contribution you hope to make to the event. For papers, please state the title and the authors (name, e-mail, organization and country). For other types of contributions, please provide a detailed description.

I am exempted from any event fees.

I qualify for the registration fee support offered by the VCF (see website for conditions).

Funding Source for the Event Fees _____

Please state the source of funding used to pay for any event fees if you have not been exempted from paying fees and do not qualify for registration fee support by the VCF.

Budget Information

*Please provide a description of the costs you expect to incur in attending the event in US\$. If the exact costs are not known in advance, please attempt to provide a realistic estimate. Applicants are expected to keep all costs at an economy level. Business class flight tickets or similar expenditures will not be covered. **Registration fees for events can only be covered under special conditions. Please refer to the VCF website for details.** When converting amounts from other currencies than US\$, please use the conversion rate as of the first day of the current year.*

Travel Costs _____

Accommodation Costs _____

Meals & Subsistence Costs _____

Visa & Administration Costs _____

Registration Fees _____

Other Costs _____

Total Amount Requested from VCF _____

Please note that the maximum amount that can be awarded to any given grant is US\$ 1000.

Support from Other Sources than the VCF _____

Please state the origin and nature of any other funding received to attend this event as well as the amount(s). If you applied to or plan to apply to other funding bodies but did not get a response yet, please state details of these applications and an expected response date.

Gross Personal Income per Year from All Sources _____
Please state your gross personal income per year from all sources including scholarships, social security payments, etc. of either the last calendar or fiscal year.

Bank Information

Please provide information about the bank account that a possible grant should be paid to. Grants can either be paid directly into a regular bank account or routed through the concentration banking account of an IEEE entity. Sending money transfers to some countries of Region 8 can be challenging due to differences in banking systems and other factors. Please provide as much information as possible to enable swift processing of a possible grant payment.

Payment into Bank Account

Please fill out the following fields only if a possible grant should be paid into a regular bank account. If you do not have an IBAN, you may have a bank account number and an ABA routing code. Please provide as much information as you may get from your bank.

Bank Account Holder _____

Bank Account Holder Address _____

Bank Name (and Branch) _____

Bank Address _____

International Bank Account Number (IBAN) _____

Bank Identifier Code (BIC or SWIFT Code) _____

Payment via Intermediate Bank

Please fill out intermediate bank information if it is required to route money transfers to your bank.

Bank Name of Intermediate Bank _____

Bank Address of Intermediate Bank _____

International Bank Account Number (IBAN) _____

Bank Identifier Code (BIC or SWIFT Code) _____

Payment into IEEE Concentration Banking Account

Please fill out the following fields only if a possible grant should be paid into an IEEE CB account.

IEEE Concentration Banking Account Number _____

Applicant Statements

Please provide the following supplementary information to aid in processing your request.

I have previously received support from the VCF.

Amount, Year and Purpose of Previous VCF Grant(s) _____

If you previously received any VCF grants, please give details and state the amount, year and purpose.

I require a (partial) advance payment.

Purpose of Advance Payment _____

Grants are normally paid as reimbursement of costs incurred by the grant holder. If a (partial) advance payment is required before attending the event, please explain clearly the reasons and purpose and amount required. If an advance payment is approved by the VCF coordinator, the money is provided as a loan and a report must be sent within 30 days after the event.

Other Comments

I am a member of IEEE for more than 12 months and I have paid my membership fee for this year.

I provided all information entered to the best of my knowledge without omissions.

I understand that I must report on the use of money to the Region 8 VCF Coordinator not later than 30 days after the event. This report must contain original receipts for all disbursements that have been covered from VCF money. All money from advance payments that have not been used in accordance with VCF rules are due back to Region 8 within 60 days after the last day of the activity.

I understand that my grant funds might get reallocated to another applicant and further payments to me might get refused if I fail to file the required reporting and respond to any clarification requests within 90 days after the event.

If awarded a grant, I will clearly acknowledge the VCF support in my event contribution.

I agree that my name, event name and amount of support provided might be published.

Application Date _____

Applicant Signature _____

Part B: Section Endorsement

Endorsement from IEEE Section Chair or appointed Section Grant Officer

Please indicate your endorsement on behalf of your Section. As VCF funds are limited and based on voluntary donations by our members, we ask you to be very sensitive about the use of the funds. Please state any reasons why this request might be particularly important for your Section. After completing the form, please forward the endorsed application to the Region 8 VCF Coordinator.

Full Name _____

E-Mail Address _____

IEEE Membership Number _____

IEEE Section Name _____

IEEE Section Office Held _____

Endorsement Comments

I endorse the application on behalf of the Section.

I am not aware of any information contradicting the details provided by the applicant.

Endorsement Date _____

Officer Signature _____